

JANUARY 1988

5-Year Plan

FY 88

Major Equipment

Services/M&CB - Electric jacks; pull jacks.

Services/MPB

1. Hunter 4-wheel Alignment System
2. Diesel Fuel Injector Pump Timer and Calibrator
3. 2 - Air conditioning Engines f/u/w Thomas Bus
4. 2 - 15 Passenger vans for shuttle use

Construction

Ops

1. Jogging Trail
2. Saville Lane Fence
3. NHB Modifications
4. West Log Expansion
5. Backfill

Services/BSB

1. Cannibalize BF-40 and supplement with necessary equipment to open a new unit in the Bay I area.

Services/M&CB -

1. Renovate existing M&CB area after South Loading Dock is complete.
2. Design and construct South Loading Dock to facilitate improved operations and improved customer service.

Areas for Study

Ops

1. Parking Deck

Services/M&CB -

1. Consolidated delivery points
2. Exploit ISC concept in Original Headquarters Building.
3. ZIP Code in CIA
4. Metering of all USPS mail vice penalty indicia mail.
5. Different size briefcases for specific packages.
6. Customer mail notice system (similar to USPS mail in notification).
7. Bar-code tracking system.
8. Investigate shelving system to conserve space
9. Self service facility for customer pickups.

Services/MPB

1. Shuttle system route consolidation
2. Vehicle maintenance program

5-Year Plan

FY 88 (continued)

Significant Events/
Milestones

Ops

1. NHB Completion and initiate move-in
2. FMD & RECD - FMG

Services/M&CB

1. Start delivery to New Headquarters Building.
2. Consolidate external delivery runs.
3. Establish internal M&CB training programs for senior personnel of M&CB.

Objectives

Services/BSB

1. Reorganize BSB to realign with OL and FMG change
2. Relocate OTS and NESA into NHB

Services/M&CB

1. Improve through-time of mail deliveries.
2. Improve physical appearance of M&CB.
3. Streamline operations
4. IMPROVE MORALE.

Services/MPB

1. Continue to collect data and fully automate a system which will give MPB the capability of tracking expiration date of tags and safety inspections for approximately vehicles.
2. Implement a bar code reader system in the stockroom. This system will reduce the man-hours now required to track the on-hand balance and re-supply status.
3. Complete the augmentation of the Motor Pool staff with contract personnel.

STAT

What's New?

Services/BSB

1. GF-65 should be complete in January (87). Will allow workstation space for labor crew leaders, furniture staging area, and temporary storage for Mail and Courier material awaiting pickup.

Services/M&CB

1. Service to NHB.
2. Deliveries to ISC - central delivery points.

Services/MPB

1. MPB is expected to take delivery of two 39-passenger buses in March to April timeframe.

5-Year Plan

FY 88 (continued)

Space Changes/
Requirements/
Locations

Services/M&CB -

1. Relocate majority of M&CB operations to New South Loading Dock.

5-Year Plan

FY 89

Major Equipment

Ops

1. Expand Intergraph with more work stations

Services/BSB

1. Bobcats for energy recovery system?
2. Replace 3/4 ton pickup MV 30979 and 5 ton BMC MV 30797 (held over from FY 88)

Services/M&CB

1. Improve current computer system used for the accounting of courier receipts.
2. Bar-code readers with calculator type printer-out.
3. Additional electric card - widget.
4. Push carts.
5. Computer database of Agency official mailing addresses to expedite Postal Section distribution - to include software and hardware acquisition.
6. Smaller electric carts for every floor.

Services/MPB

1. Relocation and upgrade car/bus wash facility
2. Replace/upgrade old existing engine analyzer with a new Diagnostic Interrogator. (This will give MPB the capability of performing complete diagnostic reading on hi-tech vehicles.)
3. Replace 1972 20-ton wrecker.

Construction

Ops

1. Parking Deck
2. Day Care Center
3. Backfill

Services/BSB

1. Energy recovery system.

Services/M&CB

1. Self-service newspaper stand.
2. Night drop mail system.

5-Year Plan

FY 89 (continued)

Areas for Study

Ops

1. Scattergood
2. Motorpool Expansion
3. Validate NHB Space Use

Services/M&CB

1. Exploit zip code for all Agency deliveries.
2. M&CB self-service facility for Agency mail.
3. VM user access to M&CB courier accounting database.
4. USPS direct service to outlying buildings.
5. Complete control of newspaper orders/distribution by M&CB or complete turnover to OIR/PPB.
6. Validate official mailing addresses for all employees.
7. Censored directed unclassified delivery system.
8. Zip code distribution system.

Services/MPB

1. Feasibility of leasing vehicles for general use from GSA.
2. Possibility of shiftwork in order to reduce the requirements for overtime.

Significant Events/
Milestones

Ops

1. Complete NHB modifications and move-in.

Services/M&CB

1. Completed relocation to South Loading Dock
2. Implement ISCs in OHB.

5-Year Plan

FY 89 (continued)

Objectives

Ops

1. Establish co-op program for FMG

Services/BSB

1. Support NHB and HCS requirements through FY 92.

Services/M&CB

1. Continue to improve through-time of mail deliveries
2. Automate and streamline operations
3. Explore career opportunities in OL for M&CB personnel

Services/MPB

1. Identify alternatives to present operating methods which will facilitate more efficient utilization of manpower and other resources.
2. Perform continual measurement of the passenger utilization of the shuttle system so that future changes can be made without the necessity of intensive study.

What's New?

Ops

1. FMG!

Services/M&CB

1. Total use of South Loading Dock

Space Changes/
Requirements/
Locations

Services/BSB

1. Relocate into New Headquarters Building space.

5-Year Plan

FY 90

Major Equipment

Services/BSB

1. Replace 1984 Citation Sedan, MV 31115.

Services/M&CB

1. Replace several vehicles
2. Replace worn electric cart - widget
3. Belt system for automated distribution/sorting

Services/MPB

1. Replace two 1981 37-passenger buses.
2. Replace three 15-passenger vans
3. Purchase/lease eight sedans

Construction

Ops

1. Auditorium Upgrade
2. Scattergood
3. Motorpool
4. Backfill

Areas for Study

Services/M&CB

1. Automation - sorting by bar-code
2. Exploit ISC for all outlying building
3. Establish customer service/liaison representative
4. Create VM access to courier service database/info
5. Study impact of opening a mini mail and courier operation

Services/MPB

1. Ways of implementing improvements in daily operations which will facilitate more efficient utilization of manpower and other available resources.
2. Develop plan for establishing mini-motor pool

Significant Events/
Milestones

Services/M&CB

1. Implement bar-code receipt system.
2. Implement computer system to record and process extended bar-code data system.

5-Year Plan

FY 90 (continued)

Objectives

Services/M&CB

1. Review and improve through-time of mail deliveries.

Services/MPB

1. Full concentration on operating efficiency and raising manpower to the level of demand in all areas of operation.

What's New?

Services/M&CB

1. Self-service access to M&CB receipt system via VM.

Space Changes/
Requirements/
Locations

5-Year Plan

FY 91

Major Equipment

Services/M&CB

1. Replace worn bar-code readers
2. Additional automated distribution system

Services/MPB

1. Replace one 1982 37-passenger bus
2. Replace one mini-bus (21 passenger)

Construction

Ops

1. Backfill

Areas for Study

Services/M&CB

1. Automation - sorting by bar-code
2. Investigate Flying squad type service for domestic/international courier needs
3. Establish customer service/liaison representative.

Services/MPB

1. Review shuttle schedule and make necessary adjustments.

Significant Events/
Milestones

Services/M&CB

1. Implement bar-code receipt system
2. Implement computer system to record and process extended bar-code data system
3. Mail and Courier Facility opened at Reston Center.

Services/MPB

1. Mini-motor pool goes into operation.

Objectives

Services/BSB

1. Move into the new

Services/M&CB

1. Review and improve through-time of mail deliveries.

Services/MPB

1. Concentrate on efficiency and increasing manpower to the authorized levels.

5-Year Plan

FY 91 (continued)

What's New?

Services/M&CB

1. Self-service access to M&CB receipt system via VM.

Space Changes/
Requirements/
Locations

5-Year Plan

FY 92

Major Equipment

Services/M&CB

1. Replace worn bar-code readers
2. Replace worn vehicles

Services/MPB

1. Replace five 1985 Plymouth station wagons

Construction

Ops

1. Backfill

Areas for Study

Services/M&CB

1. Automation - sorting by robot
2. Delivery in Headquarters Buildings via robot

Services/MPB

Review shuttle schedules

Significant Events/
Milestones

Services/M&CB

1. Complete control/accounting receipt system.

Objectives

Services/M&CB

1. Review and improve through-time of mail deliveries.

What's New?

Space Changes/
Requirements/
Locations